

# Pleasant Hill School District No. 1

## Employee Report of Absence

Form is to be completed by employee upon return from each absence (PLEASE USE BLACK OR BLUE PEN).

NAME: \_\_\_\_\_ ABSENT ON: \_\_\_\_\_

NUMBER OF HOURS ABSENT: \_\_\_\_\_

REASON FOR ABSENCE: \_\_\_\_\_

IF SICK LEAVE, WAS FOR ☐ SELF or ☐ OTHER (if Other provide relationship): \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### TYPE OF LEAVE TAKEN (choose one):

\_\_\_\_\_ **Association Leave** *(In-Service Application required)*

\_\_\_\_\_ **Bereavement Leave** *(Leave Request required)*

\_\_\_\_\_ **Coaching/Athletics/AD Meetings**

\_\_\_\_\_ **In-Service (Workshops/Conferences)** *(In-Service Application required)*

\_\_\_\_\_ **Jury Duty** *(Leave Request & Copy of Summons required)*

\_\_\_\_\_ **Personal Leave** *(Leave Request required)*

\_\_\_\_\_ **Sick Leave** *(Leave Request requested for pre-arranged appts)*

\_\_\_\_\_ **Unpaid Leave or Deduction** *(Leave Request required)*

.....

\_\_\_\_\_ **Vacation (12 month Employees Only)** *(Leave Request required)*

### FOR PAYROLL USE ONLY

HRS ENTERED

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Principal/Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_